

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:346-440

Quotations are Due By:
(Eastern Time)2:00 PM on 01/16/2009
Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: File Specifications, Validation Criteria & Record Layouts for the Form 1041,

QUANTITY: 201 copies +/- none

CONTRACTORS MAY SUBMIT QUOTES ONLINE OR VIA FAX TO: (202) 512-1612

TRIM SIZE: 8-1/2 x 11"

FORM NO: Form 1438 (Rev 11-2008); IRS Catalog NO: 140467B

PAGES: 594 pages, includes covers (unbound - looseleaf).

SCHEDULE:

Furnished Material will be available for pickup by 01/16/2009

Deliver complete (to arrive at destination) by 01/30/2009

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

PRODUCT DESCRIPTION/FORMAT: 594-page Loose-Leaf books; Prints H/H; Trim 4-sides; 3-hole punched (with pages 1 & 594 out); Printing with text and line-work solids only:

PRINTING:

. Covers: Cover 1 prints type and rule matter in black ink only. Covers 2, 3 and 4 (circle folio 2, 593 and 594) are blank.

. Text: Circle folios 3-592 text pages (includes several blanks pages throughout) print type/line matter in black ink, face and back (head to head).

CONSTRUCTION: Collate text with covers then Drill three round 3/8" diameter holes, 4-1/4" center to center, on the 11" dimension, trim 4 sides.

WRAPPING: Shrink film wrap with chipboard backer; each individual book set. Pack as specified, below.

MATERIAL FURNISHED: Contractor to pickup at GPO:

- . One set of single sided, circle folio camera copy (same-size) for cover and text.
- . IRS Form 2040 (Distribution/Shipping List) Electronic Distribution List.
- . IRS Form 6153, Carton/Container Label.
- . GPO Form 892C (Proof Label).
- . GPO Form 905 (Labeling and Marking Specifications) - For GPO and Library of Congress Deliveries.

The contractor is required to have internet access, provided through their internet service provider (ISP) with e-mail and a web browser equivalent to internet explorer 6.0 or Netscape 4.0.

NOTE: any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) are not acceptable.

The contractor is required to have Adobe Acrobat 8.0 Professional (or more recent) software (not Adobe reader) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish all e-mail addresses for the IRS to e-mail all electronic files, in order to avoid any lapse in service, at time of award.

Basic Check of Furnished Electronic Media and Files: Prior to image processing, the contractor is responsible for checking all furnished electronic media and files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for new files.

NOTE: Electronic files received in unusable condition will be replaced by IRS on an expedited basis.

This Electronic Media and File check should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished print on finished product.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Text: JCP Code* A60, Offset Book, White, Basis Size 25 X 38" Basis Weight 50 lb.

Cover: JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 X 26" Basis Weight 65 lb.

NOTE: Circle folios 1, 2x, 593x and 594x are to be print on cover stock.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS:

Follow camera copy; no bleeds.

PROOFS:

Proofs due on or after 1-21-09 (proof will be review until January 21, 2009).

Contractor MUST supply imposed Adobe Acrobat (PDF version 1.4) soft proofs. Proofs will be transferred to the agency via electronic mail or a predetermined FTP site. If a predetermined FTP site is used, there must be proof of submission dates and approval dates. After the contractor has posted the proofs to the FTP site, the contractor will inform the IRS and GPO via email/phone of the date and time the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, and color breaks; it will not be used for color match.

The proofs will be checked for quality and compliance with the contract specifications, approved rejected or approved with comments and the contractor will be notified, via email, within two (2) business days after

receipt of the email. If, in the opinion of the GPO and/or the Internal Revenue Service, the proofs are not a true representation of the furnished copy, they will be rejected and correction and reproofing must be at no additional expense to the Government. The schedule stated elsewhere in these specifications cannot extend to allow for such reproofing. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Email proofs to Lauren.E.Malarkey@irs.gov and Thomas.Deloach@irs.gov and in the subject line please indicate the GPO Jacket and the Title of the job.

Do not return original electronic/hardcopy media with proofs.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN OK-TO-PRINT.

Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs.

BINDING:

Loose-Leaf; trim 4-sides to 8.5" x 11" inches; 3-hole punch (round hole, 3/8" diameter, 4-1/4" center to center), in left position, to fit in standard 3-ring binder; Pages 1 and 594 (cover 1 & 4) out. Shrinkwrap with chipboard as completed book.

PACKING:

Shrink film wrap each book set individually, pack in quantities of 10 copies per carton, in suitable containers NTE 32lbs when fully packed. Packaged in uniform carton quantities and delivered to 7 locations, (See " CONTAINERS/CARTONS", below). NOTE: If 10 Copies per carton will exceed weight limit, please contact Lauren Malarkey at (202) 927-9429 or Lauren.E.Malarkey @irs.gov.

CONTAINERS/CARTONS: The Contractor is to furnish all shipping containers/cartons. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. No internal wrapping or typing. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength; 200 p.s.i., minimum. Bottom flaps may be glued, stapled, or sealed with 2 to 3" polyester tape (not reinforced). (minimum 65 lbs./inch transverse tensile strength). The cartons, if stapled, must be stapled before packing and without damage to the product, no staples are to be on top. Cartons are to be sealed at the top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 8". Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. All shipping containers/ cartons will require and IRS Form 6153 attached. (See Exhibit 2).

PALLET: Not required for this requisition.

LABELING AND MARKING (package and/or container labels): All cartons must have IRS shipping label (IRS Form 6153 (3-2006) affixed to one end of the carton only (never on top, long-side, or bottom). Bulk Shipment carton labels **MUST** be generated from the PDF file provided. Contractor **MUST** produce shipping container labels from the furnished file in the same-size, black ink, on White stock, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable (See Exhibit 2).

IRS Form 6153 Carton Label will be provided via e-mail to contractor after notification of actual carton

quantity.

Fields for Contractor to Electronically: (a) Carton # of # (See Exhibit 2); (b) From address; (c) To/Consignee address; and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

AUTOMATED CARTON # OF # FIELDS: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.

CARTONS LABELS FOR SMALL PACKAGE CARRIER (SPC) SHIPMENTS: Small Package Carrier shipments (ex UPS) **MUST** contain an additional "electronically created" address label for each carton/package. The additional "electronically created" SPC address labels must be affixed to the top of each and every carton/package on the edge nearest the IRS Carton Label (F6153) 3-2006). See **DISTRIBUTION**" for additional requirements of the separate SPC labels for IRS locations.

MISLABELING/QUANTITY/LOOSE PACKING: In addition to other inspection procedures detailed elsewhere in these the specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on site correcting the problem(s), they will then be billed by GPO for the amount that accrued in fixing the problem by and outside vender.

"Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the product; the product identification number; or the quantity of copies actually contained in the carton.

NOTE: If contractor has any questions about the packaging and labeling of product because it does not fit the stated specifications due to the actual carton size please contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for instructions.

DISTRIBUTION:

F.O.B Destination (to all locations) to arrive on/or prior to 01/30/09. All shipments must be completed by traceable means with signature verification.

Contractor is required to ship via small package carrier (ex: UPS). The contractor **MUST** have the capability to generate SPC shipping labels electronically and each label **MUST** provide the 2 following reference fields: Reference Field 1 - GPO Jacket#; Reference Field 2 - IRS requisition number for this procurement.

Must Ship the following quantities, to the following addresses, to be at destination on the following dates below (**MUST** be full quantities to all consignees, no shortages will be accepted). Contractor **MUST** coordinate with their designated motor freight/small package shipper to ensure that deliveries are received at locations on exact days indicated.

Contractor will be required to provide tracking numbers for all shipments, on all dates, to Lauren Malarkey

at Lauren.E.Malarkey@irs.gov to verify transit.

ELECTRONIC SHIPPING VERIFICATION: Electronic form 2040-Distribution/Shipping List: IRS' Electronic form 2040-Distribution List is used for shipping verification and is used for the purpose of updating IRS' databases and to inform destinations of the shipping and quantity status. The contractor is required and **MUST** up-date the Electronic Form 2040 and transmit via e-mail to IRS, on the day of any and all product shipments, on a computer using a "full version" of Adobe Acrobat 7.0 Professional (or more recent) software. Any delay or missed input could result in delay of payment.

The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplies back to IRS. (See Exhibit 1) If any information is missing or incorrect, please contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov.

The contractor will open this file using their web browser and will see the information provided by IRS already in place. It will be the contractor's responsibility to the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in form 2040 PDF. Contractor **MUST** request the IRS' Quick Reference Guide for the Form 2040 application, at time of award, to familiarize themselves on how to properly use the form or it will be indicated that contractor is familiar with the system.

Deliver 150 book sets via traceable means to: IRS/National Distribution Center,
W:CAR:MP:M:L:NDC:B:WH, 1201 N Mitsubishi Motorway, Bloomington, IL 61705-6613.

Deliver 15 book sets via traceable means to: IRS/Ogden Processing Center, Stop 1056, 1973 North Rulon White Blvd., Ogden, UT 84404. **INSIDE DELIVERY REQUIRED**

Deliver 5 book sets via traceable means to: IRS/Thomas Deloach, NCFB C5-350 SE:W:CAS:SP:ES:B,
5000 Ellin Road, Lanham, MD 20706. **INSIDE DELIVERY REQUIRED**

Deliver 5 book sets via traceable means to: IRS/Rhonda Orndorff, NCFB A4-363 OS:CIO:AD:SP:E:ET,
5000 Ellin Road, Lanham, MD 20706. **INSIDE DELIVERY REQUIRED**

Deliver 3 book sets via traceable means to: IRS/Sal de Perignat, NCFB C7-267 OS:CIO:AD:TA:ES:IE,
5000 Ellin Road, Lanham, MD 20706. **INSIDE DELIVERY REQUIRED**

Deliver 4 book sets via traceable means to: IRS/Sharon Darrell Sop 2701, 201 W River Center Blvd,
Covington, KY 41011. **INSIDE DELIVERY REQUIRED**

Deliver 2 book sets plus furnished material via traceable means to: IRS/SE:W:CAR:MP:PW:T, Attn:
Lauren Malarkey, Room 6236, 1111 Constitution Avenue, NW, Washington, DC 20224. **INSIDE DELIVERY REQUIRED**

Deliver 15 copies, marked "File Copies" via traceable means (small parcell carrier) to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Deliver 2 copies marked "Depository Copies, Item 0964-B" via traceable means to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW, Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

1 sample copy to: U.S. Government Printing Office, 732 North Capitol Street, NW, AST-5, Room C-817, Washington, DC 20401, Attn: Bernice Mack/346-440 (202-512-1239). **INSIDE DELIVERY REQUIRED**

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished Electronic Media
P-10. Process Color Match	Camera Copy Furnished

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.